

# Summer Transfer Course Guide

## **Taking summer classes at another school:**

1. Determine if the class(es) will transfer to CMU. Meet with your academic advisor and check the transfer database: <https://netconnect.cmich.edu/whatwilltransfer>
2. Contact the school you wish to attend and apply as a guest student/non-degree seeking student.  
If you are not admitted as a guest, there may be impacts to your financial aid at CMU. Contact One Central (989-774-3618) with questions.
3. Submit your application to the guest school by following their instructions.
4. Enroll in the class(es) according to the policies/procedures of the guest school.
5. After the course is complete, you need to request the guest school to send official transcripts to CMU.

Do not delay this step! If the course is a pre-requisite to a course you are taking in the fall or spring semesters at CMU, you could be dropped if your transcript for the transfer course is not received by the time the semester begins at CMU.

### **Transcripts need to be mailed/emailed to:**

CMU, Attn: Transcript Department  
802 Industrial Drive,  
Mt. Pleasant, MI 48858

**If sending electronically:** [apply@cmich.edu](mailto:apply@cmich.edu)

## **GRADES:**

- Grades and/or honor points are not transferable or recorded on your CMU record.
- You must earn at least a C- or 1.70 or higher for MOST courses to be considered for transfer. Discuss with your academic advisor to be sure of specific grade requirements for courses.
- Courses taken to fulfill CMU's **competency requirements** (English I or II, Oral English, Mathematics, and QR) must be completed with a minimum grade of C or 2.00 to satisfy competency requirements.

## **ACADEMIC POLICIES:**

- Only those undergraduate courses earned at institutions that are regionally accredited, or from a foreign university or college approved by the government or the official regulation agency of the country, will be considered for transfer credits at Central Michigan University.
- Adding transfer credit on your CMU record will be completed after your official transcript has been sent directly from the guest school.

## **ADDITIONAL CONSIDERATIONS:**

- If you require financial aid to fund summer classes, check in with the Office of Scholarships and Financial Aid or One Central as soon as possible.
- More information: <https://www.cmich.edu/offices-departments/registrars-office/transfer-credit>